

**REQUEST FOR PROPOSAL**  
**CONSTRUCTION MANAGEMENT SERVICES**

*Big Rapids Public Schools  
Building Program 2005*

OWNER

Big Rapids Public Schools  
21034 15-Mile Road  
Big Rapids, Michigan 49307  
PHONE: (231) 796-2627  
FAX: (231) 592-0639

ARCHITECT/ENGINEER

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85 East Eighth Street, Suite 200  
Holland, Michigan 49423-3528  
Tel. 616-796-0200  
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*January, 2005*

## PROPOSAL INSTRUCTIONS

The proposals submitted will be used by the District to assist in making the decision regarding the selection of a construction manager for this project. It will be helpful if potential construction managers submit their information in a form that provides for an accurate comparison of all of the proposals submitted. It is presumed that most companies are familiar with submittals of this nature. It is desired that all uncertainties be resolved prior to the submission of the proposal. All bidders must submit fifteen (15) copies in 8-1/2 x 11 format. All proposals must be complete and must be received by February 1, 2005, 1:00 p.m. local time. Phone Bids and Facsimile Proposals will not be accepted. Proposals should be submitted in a sealed package identified as a "Construction Management Proposal" and submitted to the Administrative Offices at the location listed below:

**Big Rapids Public Schools  
2005 Building Program  
c/o Superintendent's Office  
21034 15-Mile Road  
Big Rapids, Michigan 49307**

Questions regarding this proposal can be submitted to the District or to **Brad Hemmes, AIA, GMB Architects/Engineers**. Proposals are to be submitted in the format outlined in the following pages. Adherence to this format is mandatory and will provide for a timely review and comparison of RFP responses. RFP responses not received in this format may be removed from further consideration.

The following items provide general information regarding the proposed project and RFP process. These items should be given consideration in constructing your proposal.

**Contract:** A standard form AIA contract with amendments will be used for construction management services.

**Financial Statements:** A current audited financial statement is to be included with this RFP response.

**Scope of Services:** The RFP response is to identify in detail the proposed services for the Pre-Construction, Design Development, Contract Documents and Construction Phase of this project. Emphasis will be placed on prior K-12 School Construction services and on-site management experience.

**Project Schedule:** The project schedule will be developed for this project. It is yet to be determined whether the final project will be bid to vendors as a single project or in multiple parts. The RFP response is to address the actions necessary by your office to develop and implement a workable project schedule. Include an example of your project scheduling in the RFP response.

**Cost Control:** The District will employ a construction management system in which the construction manager plays an important role in monitoring cost and value for the District. The RFP response is to address your office's approach to cost control and Change Orders and achieving the project's budget. Include an example of your cost control reports, project budget formats and Change Order process in the RFP response.

**Quality Control:** The RFP response is to address your office's approach to quality control and achieving a quality project that exceeds the Owner's and Architect expectations.

**Dispute Resolution:** The RFP response is to address your office's approach to Dispute Resolution and achieving a dispute free project. Include an example of your Dispute Resolution process in the RFP response.

**Project Close-out:** The RFP response is to address your office's approach to closing out the project in a timely manner. It is important to complete the project within both the allocated budget and the established timelines. Include an example of your project close-out procedure in the RFP response.

**Owner's Rights:** The Owner reserves the right to accept or reject any or all proposals and to waive any RFP response inconsistencies. The District may accept or reject any proposal or part of any proposal that it does not feel is in the best interest of the District.

**Owner's Operation:** The renovations of the existing buildings are to have minimal impact to the Owner's operation. Big Rapids Public Schools is in the business of educating their students/clients. The existing students, faculty and administration need to continue with their primary responsibilities with little or no interruption during the construction and renovation of their facilities. The RFP response is to address the actions necessary by your office to accommodate the Owner's operational requirements.

**Fee Proposal:** One (1) copy of a detailed fee proposal is to be included with the RFP response in a sealed envelope clearly marked "Fee Proposal". This proposal is to include all General Conditions items necessary to administer this project in the Construction Manager's home office and at the on-site field office. The fee proposal should designate any fixed fee and also include a projection of reimbursable expenses that are anticipated for this project. Reimbursable expenses are to be paid at 1.0 times the authorized expenditure. The fee proposal will be a component of the final contract that is awarded. The District desires to identify a maximum cost to the district that will only be affected by specific adverse conditions. The District intends to use cost per square foot in analyzing potential fees. The RFP may address this for both new construction and renovation.

## **PROPOSAL FORMAT**

The following items will outline the general proposal format. The RFP response should follow this same format.

### **PART I - GENERAL INFORMATION**

Firm Name  
Office Address  
Telephone & Fax Number  
Contact Person

### **PART II - ORGANIZATION**

#### **Section 1 - Firm Overview**

Explain firm ownership structure and provide a one page firm history.

- List the manager who will be responsible for our project.
- Please list your in-house professional disciplines and the number of employees in each discipline.
- List by bullets the services you provide educational clients.
- Include a description of the history of your firm.

#### **Section 2 - Completed Projects**

Submit a list and detail concerning projects that your firm has completed. Specific emphasis should be given to projects that involve athletic field construction and synthetic turf installation. You may submit as much detail as you feel is required to document your experience in construction management. Projects that have been managed by the individual that you have named for this project must also be included. For each project listed include:

- Project Name
- Location
- Year Completed
- Size & Dollar Amount
- Contact Person on Project
- Identify an Owner's Representative as a Reference

#### **Section 3 - Financial Capabilities**

Provide a brief summary of the significant financial data associated with your company. Include financial references and an audited Financial Statement.

#### **Section 4 - Insurance Provisions**

Provide information related to the types of insurance and bond that you would be providing for this project. Include detail about the types and amounts of insurance and any other detail that you consider applicable and significant.

#### **Section 5 - General References**

Provide a listing of any other general references that are familiar with your company and your performance on projects similar to the proposed Building Program.

### **PART III - PROJECT APPROACH**

#### **Section 1 - Similar Projects**

Identify projects your firm has completed that are similar to this proposed building program. Include the project name, location, size and dollar amount, and an owner's representative that will serve as a reference.

#### **Section 2 - Current Work Load**

Identify projects that are in your current workload. Include the project name, location, size and dollar amount, and an owner's representative that will serve as a reference.

#### **Section 3 - Personnel for this Project**

The RFP response should include the identification of the individual(s) who will be assigned specifically to this project. Their role in the project should be clearly identified as well as those of any assistants that are anticipated. Include the following information:

- Job Description
- Resume and Work History

#### **Section 4 - Services by Phase**

This project will cycle through several stages. Each phase will require specific services and expertise. The RFP response should contain a schedule of services and other information related to each of the following phases:

- Pre-Construction
- Design Development
- Contract Documents
- Construction
- Project Close-out
- Additional Services (Note optional services that may be required.)

### **Section 5 - Schedule Control**

By narrative and examples, demonstrate the ability of your firm to develop and implement effective schedules for construction projects of this nature. Specifically address items that relate to completing construction in a timely manner.

### **Section 6 - Local Involvement**

By narrative and examples, demonstrate the ability of your firm to develop and implement the involvement of qualified "local" contractors in the construction project.

### **Section 7 - Cost Control and Change Orders**

By narrative and examples, describe the process that you use to assure that proper cost control is implemented throughout this project. Describe procedures that you typically use to provide that project budgets are maintained and also your role as a representative for the owner with respect to determining and implementing the best cost/benefit alternative for the Owner. Describe the type of controls that you implement and the manner in which you deal with unanticipated occurrences.

### **Section 8 - Quality Control**

By narrative and examples, describe the role of your company in providing assurances that quality in both materials and construction are implemented throughout this project. Note the procedures that you use to advise the Owner on matters related to quality control.

### **Section 9 - Dispute Resolution**

Describe the dispute resolution process that you have used in resolving conflicts that occur during the life of a project. Specifically describe any formal process that will be part of this project.

## **PART IV - FEE PROPOSAL (IN SEPARATE ENVELOPE)**

### **Section 1 - Services and Items Included**

The fee schedule you provide will be an important part of the RFP. This will be a major factor among the many qualified companies that are anticipated to submit proposals for this project. Though the District will not make its decision solely on the fee schedule, the schedule will be used in making the final decision. Past experience with other projects has shown that clearly written fee schedules coupled with the resolution of any uncertainties provides a better basis for comparison among vendors. If the expectations of both the contractor and the owner are aligned at the start of the process, the chances of all parties being satisfied at project conclusion are improved. The fee schedule submitted should address these concerns and should represent a clear picture of the services and costs that are included. Hidden or contingent fees should be identified and/or avoided. Provide the cost to the District for the services included in your proposal. A detailed breakdown of costs should be provided with this proposal. Both fixed fee and anticipated reimbursable amounts should be noted.

**Section 2 - Services and Items Not Included**

This section should identify those items that are not included in the prior section. Specific situations that would require additional fees should be identified in this section. A schedule of hourly fees by job classification and service area for additional services should be provided.

**PART V - CLARIFICATION OF PROPOSAL**

The RFP should be complete and without contingencies or qualification. This section should not be used to identify contingencies or to qualify the proposal. This section should be used to highlight specific components of the RFP or identify areas that require additional attention. These clarifications are in addition to the main proposal and will be considered during the review process.

**PART VI - SIGNATURE OF OFFICER OF FIRM**

An officer of the firm must sign the proposal. A general form to be used is included below.

I (we), the undersigned, understand that the information included in this proposal, regardless of whether requested or voluntarily submitted may become part of any agreement subsequently made with the Owner, and we attest to the best of our knowledge, to its accuracy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date